

Instructor Guide: How to Review, Edit, and Approve Flex Plan Requests

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Navigate to the Instructor Dashboard

<https://loa.accessiblelearning.com/SDSU/instructor>

SDSU Student Disability Services

INSTRUCTOR PORTAL

Session Extender: **Enable**

LOGIN AS INSTRUCTOR

BACK TO MY PROFILE >

HOME

- > Overview
- > Add Instructor
- > Alternative Formats
- > Alternative Testing
- > Flex Plan
- > Notetaking Services

SIGN OUT >

Username: msamaha@sdsu.edu

ACCESS POLICY

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's [FERPA policy](#) as it pertains to student records.

Confidentiality Statement

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

Important Note:

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- Remember to Sign Out and Close the Browser Completely After You Are Finished Accessing This Information

2 Click "Continue to View Student Accommodations"

INSTRUCTOR PORTAL

Session Extender: [Enable](#)

» **INSTRUCTOR PORTAL**

Username: msamaha@sdsu.edu

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CONTINUE TO VIEW STUDENT ACCOMMODATIONS >

3 Click "Flex Plan" to access all Flex Plan requests

OVERVIEW

Session Extender: [Enable](#)

» **OVERVIEW**

Previous Term: Term: Summer 2025

ANNOUNCEMENT

Welcome to SDS Connect!

Student accommodation requests for the current term are located below. To view and acknowledge a student's accommodation letter, select "View". To download student's accommodation letter, select "PDF".

Certain accommodation requests may require additional attention and can be managed at the menu to the left.

STUDENTS WHO REQUESTED ACCOMMODATIONS

REFINE SEARCH >

Records Found: 3 (Showing: 1 - 3)

Show Per Page: 100

4 Review all requests marked with the status "Waiting for Instructor Response."

Total Requests: 4

Total Completed Requests: 3

Records Found: 4 (Showing: 1 - 4) Show Per Page:

View	Status	Initiated On	CRN	Subject	Course	Section	Full Name	Campus
View	Completed	07/31/2025	00001	TST	102	B	Test Testerson	
View	Completed	08/05/2025	00001	TST	102	B	Test Testerson	
View	Completed	08/01/2025	00001	TST	102	B	Test Testerson	
View	Waiting for Instructor Response	8/05/2025	00004	TST	105	01	Test Testly	SDSU

5 Click "View" to open and review a request

Total Requests: 4

Total Completed Requests: 3

Records Found: 4 (Showing: 1 - 4) Show Per Page: 100

View	Status	Initiated On	CRN	Subject	Course	Section	Full Name	Campus	Lect
View	Completed	07/31/2025	00001	TST	102	B	Test Testerson		
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View	Completed	08/01/2025	00001	TST	102	B	Test Testerson		
View	Waiting for Instructor Response	08/05/2025	00004	TST	105	01	Test Testly	SDSU	Yes (

QUESTION?
Student Disability Services
619-594-6473
[sdscampus.edu](#)

6 Review the student's Flex Plan responses in the "List of Questions" section

Notetaking Services

SIGN OUT >

Note: Required fields are marked with an asterisk (*).

STUDENT REQUEST

Course Information:
TST 105.01 - TEST COURSE 4 (CRN: 00004)

Student:
Test Testly

Accommodation:
Flexible Assignment Due Date Request

About This Accommodation:

The Flex Plan process (formerly referred to as a "Special Consideration Request") facilitates a discussion between students and faculty regarding disability-related needs that may warrant flexibility. While not a formal accommodation, these plans require an interactive process to determine what is reasonable and appropriate based on the course requirements. Students are still expected to meet all course expectations and demonstrate proficiency in learning outcomes.

The process begins when the student submits the Flex Plan questionnaire in SDS Connect. Students are highly encouraged to meet with their instructor to discuss the request in more detail. Once submitted, the instructor reviews the Flex Plan and may choose to accept, edit, or deny the request, particularly if the flexibility requested may impact the essential learning objectives of the course.

If both the student and instructor agree to the plan, the outlined

LIST OF QUESTIONS

Question 1: If flexible due dates are needed, how much additional time are you requesting to complete the assignment? *

☒ 1 Extra Day
☐ 2 Extra Days
☐ 3 Extra Days
☐ Other- Please Specify (Additional Comment Required)
☐ Instructor Use Only: Unable to approve this request as it may impact the essential requirements of the course. (Additional Comment Required)

Additional Comment:

Question 2: How much advance notice can you provide your instructor when requesting an extension? *

☒ At least 24 hours in advance
☐ By the start of class
☐ Other- Please Specify (Additional Comment Required)

Additional Comment:

7 You may edit their responses and/or enter comments in the "Additional Comment" text box.

Forms

Testing

g Services

SIGN OUT >

If you have questions, concerns, or need assistance determining whether flexibility can be provided in your course, please contact SDS for support.

Note: Required fields are marked with an asterisk (*).

STUDENT REQUEST

Course Information:
TST 105.01 - TEST COURSE 4 (CRN: 00004)

Student:
Test Testly

Accommodation:
Flexible Assignment Due Date Request

About This Accommodation:

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☐ 2 Extra Days
☐ 3 Extra Days
☐ Other- Please Specify (Additional Comment Required)
☐ Instructor Use Only: Unable to approve this request as it may impact the essential requirements of the course. (Additional Comment Required)

Additional Comment:

Question 2: How much advance notice can you provide your instructor when requesting an extension? *

☒ At least 24 hours in advance
☐ By the start of class

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If you are unable to approve the request because it may impact the essential requirements of the course, click the checkbox labeled "Instructor Use Only."

*Be sure to provide an explanation in the "Additional Comment" text box.

g Services

IGN OUT >

STUDENT REQUEST

Course Information:
TST 105.01 - TEST COURSE 4 (CRN: 00004)

Student:
Test Testly

Accommodation:
Flexible Assignment Due Date Request

About This Accommodation:

The Flex Plan process (formerly referred to as a "Special Consideration Request") facilitates a discussion between students and faculty regarding disability-related needs that may warrant flexibility. While not a formal accommodation, these plans require an interactive process to determine what is reasonable and appropriate based on the course requirements. Students are still expected to meet all course expectations and demonstrate proficiency in learning outcomes.

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LIST OF QUESTIONS

Question 1: If flexible due dates are needed, how much additional time are you requesting to complete the assignment? *

☐ 1 Extra Day
☐ 2 Extra Days
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☐ Other- Please Specify (Additional Comment Required)

☒ **Instructor Use Only:** Unable to approve this request as it may impact the essential requirements of the course. (Additional Comment Required)

Additional Comment *:

Question 2: How much advance notice can you provide your instructor when requesting an extension? *

☒ At least 24 hours in advance
☐ By the start of class
☐ Other- Please Specify (Additional Comment Required)

Additional Comment:

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After reading the confirmation statement, check the box labeled "I agree to the statement listed."

Waiting for Instructor Response

Question 3: Is there anything else you would like your instructor to consider regarding your request for assignment due date flexibility?

FORM SUBMISSION

I confirm that I have reviewed the student's Flex Plan request and have considered how flexibility might be applied in the context of the course. I understand that each request is unique, and decisions about flexibility are made through a collaborative process between the student, instructor, and Student Disability Services, with attention to the course's essential objectives.

☒ I agree to the statement listed.

ACCEPT FLEX PLAN > **UPDATE AND REQUEST REVIEW >** **VIEW HISTORY >** **BACK TO LIST >**

QUESTION?

Student Disability Services
619-594-6473
sds@sdsu.edu

Next Steps: Approve or Edit and Return Flex Plan to Student

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If you have made any edits to the student's Flex Plan responses or added comments, click "Update and Request Review" to send the updated Flex Plan back to the student for their review and acknowledgement.

The screenshot displays a web interface for reviewing a student's Flex Plan. At the top, a yellow box indicates the status is "Waiting for Instructor Response". Below this, there is a section for "Question 5: Is there anything else you would like your instructor to consider regarding your request for assignment due date flexibility?" with a text input area. The main section is titled "FORM SUBMISSION" and contains a confirmation statement: "I confirm that I have reviewed the student's Flex Plan request and have considered how flexibility might be applied in the context of the course. I understand that each request is unique, and decisions about flexibility are made through a collaborative process between the student, instructor, and Student Disability Services, with attention to the course's essential objectives." Below the statement is a checked checkbox labeled "I agree to the statement listed." At the bottom of this section are four buttons: "ACCEPT FLEX PLAN >", "UPDATE AND REQUEST REVIEW >" (which is highlighted with a pink circle), "VIEW HISTORY >", and "BACK TO LIST >". A "QUESTION?" section at the bottom provides contact information for Student Disability Services: "619-594-6473" and "sds@sdsu.edu".

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If you agree with the student's submitted Flex Plan request and have made no edits, or if you have selected "Unable to approve this request..." option, click "Accept Flex Plan" to end the Flex Plan process

Waiting for Instructor Response

Question 5: Is there anything else you would like your instructor to consider regarding your request for assignment due date flexibility?

FORM SUBMISSION

I confirm that I have reviewed the student's Flex Plan request and have considered how flexibility might be applied in the context of the course. I understand that each request is unique, and decisions about flexibility are made through a collaborative process between the student, instructor, and Student Disability Services, with attention to the course's essential objectives.

☒ I agree to the statement listed.

ACCEPT FLEX PLAN > **UPDATE AND REQUEST REVIEW** > **VIEW HISTORY** > **BACK TO LIST** >

QUESTION?

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After submitting the Flex Plan, a confirmation message will appear stating: "Success! Your Action Has Been Completed."

ender: **Enable** » **FLEX PLAN**

SUCCESS! YOUR ACTION HAS BEEN COMPLETED
The system has successfully saved your action.

IMPORTANT MESSAGE

Welcome to the Flex Plan module (formerly known as Special Consideration Request).

The Flex Plan module is designed to help you and your student discuss whether flexibility is appropriate for your course and, if so, determine how it can be implemented without altering the course's essential objectives.

You will receive a Flex Plan request through this system when a student initiates one. As part of this process, our office advises students to connect with you to review their request and provide input. Flexibility decisions are made collaboratively between you, the student, and Student Disability Services (SDS) and must comply with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. If you have questions, concerns, or need assistance determining whether flexibility can be provided in your course, please contact SDS for support.

Previous Term **Term: Summer 2025**

OVERVIEW OF FLEX PLAN **SUBMITTED FLEX PLAN**

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